



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:
NSHSBETHINST 1700.1E
00C

DEC 20 2001

NSHS BETHESDA INSTRUCTION 1700.1E

From: Commanding Officer

Subj: COMMANDING OFFICER'S REQUEST MAST AND SPECIAL REQUEST
PROGRAM

Ref: a U.S. Navy Regulations

1. **Purpose.** To establish policy for Commanding Officer's Request Mast and the use of the Special Request/Authorization (NAVPERS 1336/3).
2. **Cancellation.** NSHSINST 1700.1D
3. **Applicability.** This directive is applicable to all military staff and students attached to the Naval School of Health Sciences, Bethesda, Maryland.
4. **Background.** It is the right of any person in the Naval Service to communicate with the Commanding Officer at a proper time and place through Commanding Officer's Request Mast. Denial or restriction of this right to any person is in violation of Article 1107 of reference (a). The Special Request process is intended to allow personnel to communicate their desires, administratively, through the proper chain of command, to the appropriate level for decision. No person will, through intent or neglect, fail to act on, or promptly forward any request or appeal for which it is their duty to forward or provide action.
5. **Policy.** All special requests, including those for Commanding Officer's Request Mast, shall be submitted through the proper chain of command utilizing the Special Request/Authorization (NAVPERS 1336/3).
 - a. **Commanding Officer's Request Mast.** Requests for Commanding Officer's Request Mast shall be processed through the chain of command to reach the office of the Command Master Chief in a timely manner but in all cases within 3 working days of proper submission. Upon receipt of the request, the Command Master Chief will review the request, with all accompanying background information, written comments/recommendations and discuss the issue with the requestor. The Command Master Chief will then schedule an appointment for the requestor to discuss

the matter with the Commanding Officer. This appointment is to be scheduled within two working days of receipt of the request by the Command Master Chief.

(1) Individuals who do not desire to indicate their reason for requesting Commanding Officer's Request Mast to anyone other than the Commanding Officer shall state their reason in writing on a separate sheet of paper, seal it in an envelope and attach it to the Special Request/Authorization with the annotation "TO BE OPENED BY THE COMMANDING OFFICER ONLY."

(2) Matters that require resolution or discussion at the level of the Commanding Officer will be expeditiously forwarded in accordance with the guidance provided in this directive. However, matters that can be satisfactorily resolved by intermediates shall be resolved at the appropriate level.

(3) In all cases, it is expected that the matter will be thoroughly reviewed and discussed at each level in the chain of command. Requests for Commanding Officer's Request Mast that are withdrawn by the requestor shall be annotated and signed by the requestor, indicating that the request has been withdrawn, and forwarded to the Command Master Chief for retention in the Commanding Officer's Request Mast file.

(4) Requests that are satisfactorily resolved by an intermediate in the chain of command shall be annotated and signed by both the intermediary and the requestor and forwarded to the Command Master Chief as delineated above.

(5) All requests for Commanding Officer's Request Mast will be submitted via the chain of command, to include the Director, Support Services and the Command Master Chief with the following: the Special Request/Authorization (NAVPERS 1336/3) with proper signatures, notations, and pertinent comments; Service Record; Health Record when appropriate; and, in the case of students, the Student Academic Record.

b. Special Requests. All special requests will be promptly forwarded to the level in the chain of command required and authorized to take action. Personnel within the chain of command will indicate their recommendation, sign, date and forward the request, with comments if appropriate, to the next level in the chain of command. A reason will be stated when a request is not recommended. Requests for in-house transfers and any other requests that cannot be resolved at the departmental level shall be processed through the chain of command to reach the CMC within 5 working days. Once final action has been taken on a special request, the requestor will be advised of the decision and provided a copy of the NAVPERS 1336/3. Department

Heads shall retain a file copy of each special request upon which they have taken final action; these copies shall be retained on file for 12 months from the date of final action.

c. All personnel within the chain of command will consider each request based on its merit, counsel with the individual concerning his/her request, and either resolve issues within their authority or promptly forward requests through the chain of command, with appropriate recommendations.

6. Forms. Special Requests/Authorization (NAVPERS 1336/3) are available through normal supply channels.


D. S. WADE

Distribution:
List I